



**To: Mark Clark, Executive Director**

**From: Grants Staff**

**Date: January 19, 2006**

**Re: Grants Staff Report: November 1, 2005 through January 6, 2006**

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**GRANTS PROGRAM MANAGER (Cheryl Witt):** ♦ *Maintains Internal Controls to insure adequate fiscal and programmatic accountability for Commission grant programs; ♦ Oversees administration of 15 grant and loan programs that include approximately 170 grant and 10 loan contracts; ♦ Supervises three Grants Assistants; ♦ Coordinates with the Office of Financial Management to maintain balances of 25 funding sources; ♦ Coordinates Commission Grant Reviews; ♦ Administers seven miscellaneous, non-district contracts; ♦ Participates on the WQ Financial Assistance Council to promote coordination between state grant and loan programs.*

- ♦ Developed and submitted final voucher and final report to close out the Cultural Resources Interagency Agreement w/ Ecology;
- ♦ Administered the Livestock Phase 2 Technical Assistance application and award process;
- ♦ Conducted annual staff review with Kristy McGuill;
- ♦ Administered the Capacity Building Grants application process and facilitated the rating committee meeting;
- ♦ Coordinated the monthly Commission / OFM reconciliation of the 15 grant and 2 loan programs; and
- ♦ Celebrated the holidays with family and friends.

**GRANTS SPECIALIST (Kristy McGuill):** ♦ *Provides customer service and assistance to Grant, Pacific, Palouse, Palouse Rk Lk, Pend Oreille, Pierce, Pine Creek, Pomeroy, San Juan, Skagit, Snohomish, S Douglas, S Yakima, Spokane, Stevens, Thurston, Underwood, Wahkiakum, Walla Walla, Warden, Whatcom, Whidbey Island, and Whitman Conservation Districts; ♦ Serves as the Lead Grants Specialist ♦ Administers approximately 85 district grant contracts; ♦ Conducts Commission Grant Reviews; ♦ Provides assistance and backup to the Commission Information Technology Officer*

- ♦ Processed vouchers, amendments, belated claims, close outs, and other grant related items to all 47 districts while Karla is continuing her training;

## GRANTS PROGRAM

## Informational Item for 01/19/06 Commission Meeting

## Grants Staff Activities for November 1, 2005 thru January 6, 2006

District	GRANTS PROGRAM							LOANS PROGRAM	
	Number of Grant Contracts Initiated	Number of Grant Contracts Closed Out	Number of Grant Vouchers Processed	Amount Reimbursed to Grantee	Number of Grant Amendments Processed	Commission Grant Reviews		Number of Loan Transactions Processed	Loan Amount Reimbursed to CD
						Underway	Completed		
Adams			3	\$22,236.25	1				
Asotin			6	\$13,591.94	2			2	\$27,637.00
Benton	1	1	6	\$4,550.44	1				
C Klickitat			5	\$37,648.55	1				
Chelan			2	\$2,000.55			1		
Clallam		1	13	\$201,862.81	4				
Clark			7	\$36,150.60	3				
Columbia		1	5	\$134,061.76	1				
Cowlitz			4	\$6,047.09	2	1			
E Klickitat			2	\$6,272.42	1				
Ferry			7	\$23,609.94	2				
Foster Cr	1		2	\$1,751.40					
Franklin			10	\$18,674.13			1		
Grant			3	\$17,060.20	3		1		
Grays Har			3	\$1,083.20	1				
Jefferson			8	\$31,561.20	2	1		4	\$3,158.00
King	5		4	\$38,597.84		1			
Kitsap					2				
Kittitas			7	\$13,014.04	4		1		
Lewis	1		7	\$141,219.65	4				
Lincoln			1	\$5,480.34	1				
Mason			9	\$24,943.39	3		1		
Moses Lk	1		2	\$2,592.12	1		1		
N Yakima			2	\$7,873.49					
Okanogan			8	\$11,292.52	2				
Pacific			4	\$68,293.57	2	1	1		
Palouse			2	\$8,973.72	3				
Pal Rk Lk	1								
Pend Oreille		1	2	\$26,983.92					
Pierce			3	\$6,958.72					
Pine Cr			1	\$4,874.25	1				
Pomeroy			6	\$43,548.67	4			6	\$9,775.00
San Juan			6	\$10,887.92	1				
Skagit			10	\$128,261.14	2				
Snohomish			6	\$72,431.01					
S Douglas			1	\$12,591.97		1			
S Yakima		1	8	\$51,253.75					
Spokane			2	\$53,248.51	1				
Stevens			6	\$11,183.27	2				
Thurston			7	\$22,103.29	1	1	1		
Underwood			5	\$5,187.79	1				
Wahkiakum			11	\$16,129.60	3	1			
Walla Walla			1	\$76,404.19	1		1		
Warden			1	\$2,833.00	1				
Whatcom			15	\$187,635.62	2				
Whidbey Is			7	\$20,465.70	1				
Whitman			7	\$27,800.16	1				
Miscellaneous	1		1	\$4,823.39					
TOTALS	11	5	238	\$1,666,049.03	68	7	9	12	\$40,570.00

- ◆ Provided oversight/training for Eric and Karla for grant voucher/amendment work, provide final review of vouchers and other grant related activity for approval/payment;
- ◆ Conducted Commission Grant Reviews with Cowlitz, Pacific, Thurston and Wahkiakum CD's; exited the first second generation CGR with Thurston CD;
- ◆ Working with Butch to schedule a grants training with N. Yakima, Grant and whomever would be benefited by attending;
- ◆ Reviewed the Capacity Building grant applications and attended the committee meeting for final review and selection of recipients;
- ◆ Attended the WACD convention in Yakima;
- ◆ Attended meetings with Tom and our website contractor for development of our new proposed website;
- ◆ Gathered information on CGR's that were conducted, tentative schedule for the 2<sup>nd</sup> generation CGR's and development of a CGR tracking system;
- ◆ Assisted in the Development of a grant voucher tracking worksheet to obtain processing data on grants processing; and
- ◆ Submitted a voucher to NRCS for TSP reimbursement.

**GRANTS SPECIALIST, In Training (Karla Huttula):** ♦ *Learning duties of Grant Specialist Position; ♦ Provides customer service and assistance to Adams, Asotin, Benton, C Klickitat, Chelan, Clallam, Clark, Columbia, Cowlitz, E Klickitat, Ferry, Foster Creek, Franklin, Grays Harbor, Jefferson, King, Kitsap, Kittitas, Lewis, Lincoln, Mason, Moses Lake, N Yakima, and Okanogan Conservation Districts; and conducts Commission Grant Reviews.*

- ◆ Provided initial invoice voucher review assistance to Kristy and Debbie (until mid-November);
- ◆ Worked with Kristy on some Belated Claims;
- ◆ Updated spreadsheets with amendments for Livestock grants;
- ◆ Attended Thurston CD CGR with Kristy and Stu November 7;
- ◆ Attended Wahkiakum and Cowlitz CDs CGRs with Kristy and Tom, November 8 and 9;
- ◆ Attended Jefferson CGR with Debbie Skogen on November 10;
- ◆ Attended King CGR with Debbie Skogen and Stu on November 14;
- ◆ Attended November 18 Staff meeting in Lacey;
- ◆ Attended WACD in Yakima on November 29 & 30;
- ◆ Attended Grants Staff Meeting December 7;
- ◆ Attended Commission Operations Group (COG) meetings on Tuesdays;
- ◆ Reviewed Capacity Building Grants Applications; and
- ◆ Reviewed Livestock Grants Phase 2 TA Distribution.

**GRANTS ASSISTANT (Eric Kopp):** ♦ *Provides customer service and assistance to all 47 conservation districts; ♦ Administering the PIP Advance Loan Program; ♦ Provides assistance and backup to the Commission Grant Staff for initial invoice voucher review; ♦ Provides administrative assistance on any other necessary day-to-day activities within the office; ♦ Administers the Practice Incentive Payment Loan Program with 9 district loan contracts that involve loans to 120 landowners.*

- ♦ Provided initial invoice voucher review assistance to Kristy and Karla for all 47 districts;
- ♦ Along with Jefferson County and Clallam CDs worked with FSA to help coordinate the PIP Program while the FSA office was in transition;
- ♦ Cleaning up the PIP Advance Loan Program by removing inactive landowners, retrieving missing documents, and coordinating with the district;
- ♦ Along with Debbie and Kristy, reviewed and tweaked the PIP Advance Loan Program portion of the database;
- ♦ Assisted in the Development of a grant voucher tracking worksheet to obtain processing data on grants processing;
- ♦ Reviewed the Capacity Building grant applications and attended the committee meeting for final review and selection of recipients; and
- ♦ Documented information gathered on CGR's that were conducted, documenting recommendations, and helping with development of a CGR tracking system.